



Personnel

MAINTENANCE OF ADDRESSES (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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★ This publication establishes and explains responsibilities for processing changes of address of members for Personnel Accounting System (PAS) Codes S7, S8, and 96 United States Air Force Reserve. It implements AFRD 36-21, *Utilization and Classification of Air Force Military*. This publication is affected by the Privacy Act of 1974. Each document required by this regulation and affected by AFI 37-132, *Air Force Privacy Act Program*, includes a Privacy Act Statement either incorporated into or accompanying it. Authority: 10 U.S.C., Section 275.

★SUMMARY OF REVISIONS

Changes name of branch from Survey/Address to Customer Service Branch; replaces ARPC Form 181, **Notification of Address Change**, with ARPC Form 10, **Memorandum of Conversation**; changes Air Force Accounting and Finance Center, Directorate of Retired Pay (AFAFC/RP) to Defense Accounting Service - Cleveland Center, Directorate of Retired Pay (DFAS-CL/RO); changes Entitlements and Casualty Branch (ARPC/DPAE) to Entitlements Branch (ARPC/DRSE); replaces reference to Special Actions Branch (ARPC/DPAS) to Separation Branch (ARPC/DPAD); and changes office symbol ARPC/DSMM to ARPC/DSMC.

1. References.

- ★ 1.1. AFI 37-132, *Air Force Privacy Act Program*.
- 1.2. AFMAN 36-2621, Volume 1, *The Personnel Data System*.
- ★ 1.3. AFI 36-3209, *Separation and Retirement Procedures for Air National and Air Reserve Members*.
- ★ 1.4. AFI 33-110, *Data Administration Program*.

★ **2. Policy.** The Air Reserve Personnel Center, Customer Service Branches (ARPC/DRSA and DRSB) are the offices of primary responsibility.

3. Responsibilities.

3.1. ARPC offices which receive written or verbal confirmation of the change of address of a member:

★3.1.1. Complete all blocks on one copy of ARPC Form 10, and send it to ARPC/DRSA/B for Personnel Data Systems (PDS) input. (*Note:* Address changes for Air National Guard and unit assigned Reserve members, other than members assigned to PAS 96, will be forwarded to the member's Military Personnel Flight (MPF).)

★3.1.2. Send all correspondence returned by the US Postal Service to ARPC/DRSA/B when address research is required. (ARPC Form 10 is not required in such instances.)

★3.1.3. Refer questions about format, correction, or processing address changes to ARPC/DRSA/B.

3.2. ARPC/DRSA/B:

★3.2.1. Inputs changes of address from ARPC Form 10; ARPC Form 69, **Air Force Reserve Survey**; ARPC Form 4, **Retired Regular/Reserve Status and Address Verification** (only those retirees awaiting age 60 for pay), and correspondence returned by the US Postal Service, which reflects changes of address for members assigned to PAS S7, S8 and 96.

★3.2.2. Forwards changes of address received from members who are retired with pay to DFAS-CL/RO, PO Box 99191, Cleveland OH 44199-1126 for update.

3.2.3. Corrects rejected address transactions and reinputs to PDS.

★3.2.4. Forwards report of death of members to ARPC/DRSE.

★3.2.5. When mail is returned as undeliverable and the addressee is assigned to PAS 96, S7 or S8, ARPC/DRSA/B inputs address status code 3. Code 3 is the PDS code indicating the address is "bad." ARPC/DRSA/B researches and attempts to locate a "good" address.

★3.2.6. When a "good" address is obtained, ARPC/DRSA/B inputs the new address and changes the PDS address status code as appropriate. It is the responsibility of the requesting office to track new addresses for input and status of research cases.

★3.2.7. If the reservist has not been located within 120 days after the input of address status code 3, and all feasible attempts were taken to locate the member to no avail, ARPC/DRSA/B:

3.2.7.1. Changes the PDS address status code to 8, indicating address research was completed without locating a "good" address.

3.2.7.2. Annotates all actions taken, dating each action taken, on one copy of ARPC Form 159, **Record of Search for Correct Address and Notification of Inability to Locate**.

★3.2.7.2.1. Nonobligated Reservists. Forwards non-obligated officer and airman cases to ARPC/DPAD for discharge board action.

★3.2.7.2.2. Obligated Reservists. Cases for obligated officers and airmen are not referred for a discharge board action. Address status code 8 remains in PDS and the completed ARPC Form 159 is sent to ARPC/DSMA for microfilming. When an officer, who is not locatable, completes Military Service Obligation, the case is then handled as in paragraph 3.2.7.2.1.

★4. **Forms Prescribed.** ARPC Form 10, ARPC Form 69, and ARPC Form 159.

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